

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 23, 2020

Closing Date: January 30, 2020

ADMINISTRATIVE SPECIALIST II, (Pay Grade 8)

Criminal Division, Violent Criminal Enterprises Unit, New Castle County

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Violent Criminal Enterprises Unit (VCE), Criminal Division, in New Castle County. The VCE Unit specializes in prosecuting wiretap cases, organized crime, gangs, joint task force investigations, Superior Court drug cases and handles all Title 16 forfeiture matters statewide. Duties include, but are not limited to, preparing indictments (including multi co-defendant and sealed indictments) and discovery, updating witness lists, sending out trial notices, responding to phone calls regarding pending cases and completing other administrative tasks as required. This Administrative Specialist organizes case files, runs police reports and criminal record checks, and closes out files after cases resolve. Duties include typing motions, preparing and filing pleadings and other legal correspondence. This position is also responsible for administrative support to the statewide Title 16 forfeiture Deputy Attorney General and paralegal. This support includes typing and e-filing letters, discovery, motions and applications for forfeitures, as well as typing and sending forfeiture notices. Additional duties may be assigned as needed by the Deputy Attorneys General when they are preparing for or in trial. This Administrative Specialist position is part of a phone coverage rotation for the main Receptionist telephones in New Castle County.

Minimum Qualifications:

- Must be detail-oriented, well organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witnesses, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.